

CHAPTER 2 - POSITION STATUS

2.1 GENERAL

The ADOA Human Resources Division establishes the official class and compensation level for a position. A position may have a working title established by the Major Commander/Director. Any reorganization or any substantive change in duties, responsibilities or authority of the position requires an updating in the Arizona State Position Description Questionnaire (PDQ), ADOA form HRCF-402 (copy available in appendix or download at www.hr.state.az.us/classcomp/forms/html). Any such actions must be coordinated with the Administrative Services Officer.

It should be noted that the Administrative Services Officer should be contacted during the study/proposal phase of any action affecting positions to insure proper action and implementation. It is also recommended that the Administrative Services Officer be used in the research phase as a resource or in other such feasibility studies.

2.2 CHANGING A POSITION STATUS

At times it is necessary to make a change in a position. There are several types of changes that can be made:

1. Establish a new position
2. Abolish a position
3. Change position classification or grade

To make a change in a position, a new PDQ must be completed. The completed PDQ together with a current and proposed organizational diagram and a memo explaining the reasons for the classification action including the source of funding, should be sent to the Administrative Services Officer for review, approval and submission to ADOA.

In the preparation of the PDQ, the duties, activities and responsibilities of the position must be adequately described. The analyst who processes the request will only know what the documents indicate. It is very important that all of the facts be included. It is not intended that the job description be necessarily limited to the space on the form. Be thorough in the description. It is essential to consult with the Administrative Services Officer in the preparation of such a request.

2.3 FORMS

The Arizona State Position Description Questionnaire, form HRCF-402, is to be used for all position establishment or classification actions. The PDQ form requires the signature of the incumbent if the position is occupied, and the positions first line supervisor, as indicated on the form. The Administrative Services Officer will generally sign for the agency. The PDQ form is available from the Administrative Service Office, the appendix in this directive, or from the ADOA Internet site at www.hr.state.az.us/classcomp/forms.html.

Requests for all personnel actions will be submitted using the DEMA Form 303. The top half of the form is designed to provide the information necessary for recruitment actions to fill an existing position vacancy. The bottom half of the form is to be used to request any/all actions involving an existing or proposed DEMA state employee.